CHAPTER 70

EFF-PAY PROCESSING PROCEDURES

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This chapter outlines the procedures required to process Emergency Firefighter payrolls. A checklist (Exhibit 79-1) has been established to ensure no part of the process is omitted. For **each** payroll, complete the checklist in order and ***initial*** each step as it is completed.

<u>71</u>   <u>Pre-Audit</u>

Each payroll will be audited prior to data input.

71.1   <u>Verify Tax Information</u>

Ensure income tax withholding documents have been entered and verified against the Tax Information Report prior to processing any payrolls. (Refer to Chapter 40).

71.2   <u>Batch Emergency Firefighter Time Reports (OF-288s)</u>

Each payroll batch should have less than 50 OF-288s (Exhibit 79-5) and less than 10 charge codes.

    a.   Consider these factors when batching payrolls:

        1.   Date received.

        2.   Last date on the OF-288s.

        3.   Grouping of crews from the same area.

        4.   Same charge codes.

    b.   Keep individual crews together, arrange by:

        1.   AD Rate (AD-4, AD-3, AD-2, etc.), then

        2.   Alphabetical.

71.3   <u>Number OF-288s</u>

Document in Block 23, Remarks, if multiple OF-288s for the same person are received, i.e., page 1 of 3, page 2 of 3, page 3 of 3. Arrange OF-288s in chronological order, most

recent time on the bottom. Paperclip together.

71.4   Check AD Rate, Job Title and Pay Rate

Use the AD Pay Plan to verify that the AD rate, job title and pay rate are accurate and match. The current Mnemonics Table (Exhibit 79-7) is a good guide to use when entering job titles.

71.5   Check for Garnishments/Levies

Review the garnishment log/list for any deductions that need to be made from the EFF's check. Refer to Chapter 50 for specific instructions.

71.6   Agency Specific Audit Procedures

Agencies, field office and ADO/APT may require additional pre-auditing of payrolls. Refer to the Supplement Section of this chapter for specific guidelines.

72   Data Input - Personal/Pay Information

All EFF tax information and payroll records will be entered into EFF-PAY.

72.1   EFF-PAY User Manual

This manual will guide you step by step through the data input process.

72.1-1   Record payroll information on the Payroll Log. (Exhibit 79-2)

    a.   System generated payroll number.

    b.   Date OF-288s were received.

    c.   Crew name(s), support personnel, etc.

72.1-2   Input SSN to obtain payroll record.

    a.   If personal information does not appear: ***STOP and verify the individual's SSN.*** Refer to the Tax Information Report, look for the individual's name alphabetically.

b. If the name in the computer does not match the name on the OF-288, ***DO NOT change computer name.*** The name in the computer matches the income tax withholding information and is changed only when a new W-4 is submitted to advise of a legal name change.

c. Verify address against OF-288. ***DO NOT change the computer address, unless the OF-288 states "CHANGE OF ADDRESS" and it is signed by the EFF.***

72.1-3 Input Column Data

a. Enter OF-288s by crew to eliminate jumping from charge code to charge code.

b. Input earliest time worked first, in chronological order by column.

c. ***Verify accuracy of total hours (#9) in each column*** by comparing computer total to OF-288 total.

d. Write in the gross amount (#10) from the data entry screen.

e. Once all columns have been entered, record the following information on the OF-288 in Block 21:

    1. Gross earnings.

    2. Federal income tax withholding.

    3. State income tax withholding.

    4. After taxes amount (disposable earnings).

    5. Commissary, meals and lodging deductions (from Block 22).

f. Calculate IRS levies and other garnishments based on the disposable earnings. (Refer to Chapter 50 - Garnishment and Levies.) Record:

    6. Garnishment/levy amount.

    7. Commissary refunds (from previous payrolls).

    8. EIC.

    9. Net earnings.

73   Reports and Audits

EFF-PAY has many report options to provide the opportunity to audit data input for accuracy prior to printing checks.

73.1   Detail Report

This report is the electronic record of the OF-288 and details time, wages and accounting information for the EFF.

73.1-1   Print Detail Report

Refer to EFF-PAY User Manual, Chapter 2.

73.1-2   Proof Detail Report

All payrolls require two people to proof the detail report, regardless of the size of the payroll or who did the data entry (ADOs are not exempt from the proofing process).

Data entry person proofs the printout. Other person reads the original OF-288s, page by page, entry by entry. This ensures errors are not read twice by the data entry person. **Both individuals <u>initial</u> the payroll checklist when the proofing process is complete.**

      a.   Person with original OF-288s reads:

         1.   Personal information:

            a)   SSN.

            b)   Name (spell out unusual names, last names, verify Jr/Sr).

            c)   Address (PO Box or street address, city, state and zip code).

            d)   Hired-at location (state and unit identifier).

         2.   Column information (***may change per column, read slowly***):

            a)   Incident number.

            b)   Agency charge code.

        c)   Job title (if available).

        d)   AD Rate and pay rate.

        e)   Total hours and gross amount.

    3.   Pay period type (date range of 1 - 14 inclusive days = biweekly and 15 or more inclusive days = monthly).

    4.   Earning and deduction information:

        a)   Gross earnings.

        b)   Federal and state income tax withholding.

        c)   Commissary, meals, lodging and garnishment/levy deductions.

        d)   Commissary refunds (from previous payrolls).

        e)   EIC.

        f)   Net earnings.

b.   Person with Detail Report:

    1.   Verifies all information being read, ensures all ***punctuation has been omitted*** (with the exception of commas in the address).

    2.   Pay attention to address format. The address on the Detail Report is the address printed on check and envelope. This step is tedious, but prevents payroll errors.

    3.   Notes corrections on Detail Report.

    4.   Corrects computer data.

    5.   Prints a new Detail Report for individual. (Select #1, One Payroll For One Person, from Detail Report Menu.)

    6.   Verifies corrected data on Detail Report.

73.2   Payroll Totals Report

This reports provides the total accounting for the payroll batch.

73.2-1   Print Payroll Totals Report

Refer to EFF-PAY User Manual, Chapter 2.

73.2-2   Review Payroll Totals Report

Report is broken down by:

 a. Charge Code Totals: gross earnings and hours by charge-code.

  1. Verify charge codes for accuracy

 b. Payroll Totals: gross earnings, deductions, adjustments and net pay.

  1. Run a tape on each from the OF-288 on each of the above to verify:

   a) All deductions and adjustments have been made.

   b) Information has been correctly recorded on the OF-288.

73.3   Checks and Earning Statements

Refer to EFF-PAY User Manual, Chapter 3 for guidance on printing. Note the date checks are printed on the checklist.

73.3-1   Checks

Currently, there are two different check styles being used by ADOs. Treasury has approved the use of both check styles, although the new checks will be slightly out of alignment. The following applies to the older printed checks.

 a. Proof each check for the following:

  1. Month, day, and year listed below "United States Treasury" and above the amount.

  2. Amount in script is lined up with "DOLLARS."

  3. Amount in figures printed immediately after "DOLLARS."

  4. Punctuation has been omitted (i.e., JAMES A JONES or PO BOX).

  5. Name printed directly below, and to the right of "PAY TO THE ORDER OF."

  6. SSN printed to right of name.

  7. Cities spelled out completely (i.e., FORT WAINWRIGHT.)

  8. Payroll number printed above solid line along the bottom. The only marking below the solid line is the digital printout of the check number.

 b. Checks that are determined to be non-negotiable are voided. (Refer to

Chapter 30 for guidance.)

73.3-2   Earning Statements

Review earning statements, ensure there is one for each check printed and the amounts agree.

73.4   Payment Voucher, SF-1166 and Check Register(s)

These documents are used by Finance Centers and Treasury for accounting purposes and permanent records. Refer to EFF-PAY User Manual, Chapter 4 to print these documents.

73.4-1   Payment Voucher

The payment voucher lists charges/credits for each charge code and identifies each as an increase (I) or decrease (D).

      a.   Gross pay, commissary refunds and EIC are noted in the I/D field of the payment voucher as "I".

      b.   Federal and state income tax withholding, commissary, meals, lodging, levies, and garnishments are noted in the I/D section as "D".

73.4-2   SF-1166, Voucher and Schedule of Payments

The SF-1166 documents the inclusive range of checks used and total funds disbursed.

73.4-3   Check Register(s)

The payroll system generates two copies of the Check Register:

      a.   The Treasury check register includes SSN and is submitted to Treasury with the SF-1166, first set of check carbons and a check total tape.

      b.   The sign off check register does not include the SSN and has a signature and date line to be used for local disbursement of checks and is retained with the payroll records.

74   Payroll Packet

A payroll packet contains all the documentation relating to the payroll being processed.

74.1   Preparation

Agencies, field offices and APTs should determine the order the documents will be given to the approving official. The individual preparing the packet should ensure:

  a.   The payroll number is documented in block 24 of each OF-288.
  b.   The OF-288s are arranged in check order.

74.2   Agency Specific Review

Agencies, field offices and APTs will supplement this chapter in regards to specific review and approval procedures. Note the date reviewed on the checklist.

74.3   ADO Reviews Payroll Packet and Signs Documents

The ADO will note the date the payroll is signed on the checklist.

74.3-1   ADO reviews payroll packet to ensure all required items are included:

  a.   Checklists.
  b.   Payroll Totals Report.
  c.   Original OF-288s (with garnishment/levy information attached).
  d.   Unsigned checks with carbons intact.
  e.   Voided checks.
  f.   Check Register.
  g.   SF-1166.
  h.   Payment Voucher.
  i.   Detail Report.
  j.   Earnings Statements.

74.3-2   ADO reviews and signs:

    a.   Checks.

    b.   Payment Voucher.

    c.   SF-1166.

    d.   SF-1195 (if applicable).

75   Commit Payroll

Committing a payroll allows income tax withholding information to be sent to the NBC for further disbursement to the IRS and state revenue departments. ***Payrolls will be committed within two business days of check printing.*** (Refer to EFF-PAY User Manual, Chapter 5). ***Payrolls will be committed before checks and payroll documentation is distributed.*** Note date on the checklist.

76   Process Checks and Payroll Documents

Distribution of checks and payroll documents to EFF, Finance Centers and Treasury is a critical element in the payroll procedure.

76.1   Checks

ADO checks are to be distributed within the guidelines established by Treasury. The distribution date of the checks is noted on the checklist.

76.1-1   Preparation

Agencies, field office and ADO/APT should determine a review process to ensure proper distribution of checks.

    a.   Separate Checks and Carbons

        1.   Three sets in ascending numerical order.

        2.   Shred carbon paper.

        3.   Recount to ensure that no checks or carbons are missing.

        4.   Place each carbon set in a separate envelope; label with payroll

number.

b.   Check Envelope contains:

    1.   Signed check.

    2.   Emergency Firefighter Earnings Statement.

    3.   OF-288 copy (if applicable).

    4.   Garnishment/levy copies (if applicable).

76.1-2   Local Distribution

a.   Secure checks in the safe until they are distributed to the individual or supervisor (designated agent). Obtain signature on the Sign-off Check Register.

b.   Document Payroll Log.

c.   Note date on checklist.

76.1-3   Mail

a.   Bundle checks mailed to same zip code in groups of 25; submit to your mail room for processing.

b.   Document Payroll Log.

c.   Note date on checklist.

76.1-4   Automated Treasury Check Request

Procedure to be determined when this feature becomes available.

76.2   Payroll Documents

76.2-1   Payment Voucher

Refer to the Supplement Section of this chapter to determine agency specific requirements for processing the Payment Voucher.

76.2-2   SF-1166, Check Register and Check Carbons

Treasury documents are forwarded to Treasury the next business day after the payroll has been completed via overnight mail. Record the date mailed on the checklist.

      a.   Retain a copy of the SF-1166, Check Register, second check carbon set and the second carbon of the voided check.

      b.   Send original SF-1166, Check Register, check totals tape, voided checks (if applicable) and first check carbon set to the Treasury.

      c.   Document Payroll Log.

      d.   Note date on the checklist.

76.2-3   Garnishment and Levy Information

Payments for garnishments and levy deductions are processed through ADO's agency Finance Center. (Refer to Chapter 50). Record the date mailed on the checklist.

77   Recordkeeping

Monitoring and maintaining payroll files is essential.

77.1   Payroll Logs

Payroll logs are used to show the status of the payroll and as a reference for key information.

77.1-1   Payroll Log (Exhibit 79-2). Record:

      a.   Payroll processed date.

      b.   Checks distributed, mailed or requested date.

      c.   Packet mailed date.

      d.   Initials of person processing.

77.1-2   Check Log (Exhibit 79-3). Record:

      a.   Total checks issued.

      b.   Total checks voided.

      c.   Reason for voided checks.

    d.   Initials of person processing.

77.1-3   Garnishment/Deductions Log (Exhibit 79-4). Record:

    a.   Payroll number.

    b.   Individual's name.

    c.   Type.

    d.   Amount.

    e.   Initials of person processing.

77.2   Payroll Files

Original payroll documents must be retained according to Agency Records Management Policies.

77.2-1   Payroll Documentation File

The documentation file is labeled with the payroll number and should include:

    a.   Payroll Checklist

    b.   Payrolls Totals Report

    c.   SF-1166 copy.

    d.   Payment Voucher

    e.   Treasury Check Register copy.

    f.   Sign-off Check Register (if applicable).

    g.   Check carbons.

    h.   Original OF-288s, in check number order.

    i.   Detail Report, in check number order.

78   Agency Supplemental Information

79   Agency Exhibits

79.1   Payroll Checklist

79.2   Payroll Number Log